



**Michigan Supreme Court**  
**State Court Administrative Office**  
**Trial Court Services Division**  
Michigan Hall of Justice  
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Phone: (517) 373-4835

DATE: December 22, 2006

TO: Chief Judges, Court Administrators, Clerks of the Court, Probate Registers

FROM: Amy L. Byrd, Analyst

RE: Michigan Trial Court Case File Management Standards

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The *Michigan Trial Court Case File Management Standards* have been updated. Included in this update are revised appendix materials, the *General Schedule 16, Records Retention and Disposal Schedule for Michigan Trial Courts* and the *Nonpublic and Limited Access Court Records* chart. If you maintain the Volume 1 binder containing various standards issued by the State Court Administrative Office, you should replace the pages in Volume 1 with the corresponding pages from the update.

A file highlighting the changes is available at:

[http://courts.michigan.gov/scao/resources/standards/cf\\_stds\\_highlights2006.pdf](http://courts.michigan.gov/scao/resources/standards/cf_stds_highlights2006.pdf).

The entire publication of the *Michigan Trial Court Case File Management Standards* is available at: [http://courts.michigan.gov/scao/resources/standards/cf\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cf_stds.pdf)

The *General Schedule 16, Michigan Trial Court Record Retention and Disposal Schedule* and the *Nonpublic and Limited Access Court Records* chart are also available separately at [http://courts.michigan.gov/scao/resources/standards/cf\\_schd.pdf](http://courts.michigan.gov/scao/resources/standards/cf_schd.pdf) and [http://courts.michigan.gov/scao/resources/standards/cf\\_chart.pdf](http://courts.michigan.gov/scao/resources/standards/cf_chart.pdf), respectively.

It is anticipated there will be training on these updates in the near future. If you have any questions about the standards or training, please contact Dawn Childress at 517-373-3756. If you have any questions about record retention and destruction, please contact Amy Byrd at 517-373-4864.

cc: Trial Court Services